

10/11
Gina
- would this
come from your
office please advise
Thank you

51844 8698

RJ Reynolds
Tobacco Company

10-3-97

Robert -- 2nd request. Please respond
Hanks
KAY

Kay W. Wagner
Tax Analyst
P. O. Box 2959
Winston-Salem, NC 27102
(910) 741-0265
Fax (910) 741-0259

September 12, 1997

Handled
Per H Battle
10/6/97

TO: R. A. Ridge
RJRT Field Sales #1638

RE: Pure Gratis Shipments
Cigarette Excise Tax Payments

In accordance with the Policy & Procedure concerning the subject, Tax Department is responsible for approving and processing information received on state and local cigarette excise tax payments (as well as handling allowance payments) on pure gratis shipments made to direct accounts.

The Direct Account invoice (signed by Division Management) and the RJR invoice, accompanied by the completed RJRT Gratis Tax Reimbursement Form, must be forwarded to Tax Department immediately after verification of receipt and stamping of product by the direct account in order that the credit memorandum for monies due will be issued in a timely fashion.

In reviewing reports covering shipments made to direct accounts in your Division for use in promotional/sampling programs, we are unable to locate copies of the required documentation (completed RJRT Gratis Reimbursement Request Form, Direct Account invoice and RJR invoice) to cover those shipments on the attached Gratis Detail. It is requested that you please review your files and advise the status of these shipments.

Should you need additional information, please refer to your Field Sales Policy and Procedure.

Your immediate attention to this will be appreciated.

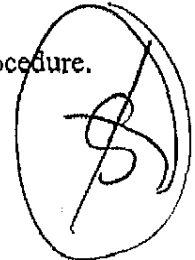
Yours truly,

Kay

Attachment

CC: S. R. MacLeod - RJRT Field Sales ROU #1610 (with attachment)

RM to RR
10/15/97



51844 8699

PROGRAM: GJ1520-1
DATE RUN: 06/24/97

RJRT - GRATIS ORDER PROCESSING
GRATIS DETAIL REPORT
BY ORDER

71680001
ORDER NO: 71680001
GRATIS NO: 0075607

CARRIER: UTD PARCEL TP
SHIP FROM: 256 ORDER TYPE: 84

ACCT NO: 1628000 RELEASE DATE: 06/17/97

** SHIPPED 06/24/97 **

CONSIGNEE TO: MANCHESTER TOBACCO, INC.
64 GRANITE ST.
"HOLD FOR GROUP III REP"
MANCHESTER NH 031012296

MEMO: R A RIDGE
7 COLONIAL DRIVE
AUBURN NH 03032

	NUM	SIZE	TOTAL PACKS	TOTAL UNITS	S - K - U	MANUFACTURING DESCRIPTION	TYPE		WEIGHT
							CT	CT	
SHIPPED 06/24/97 **	2040	CTN	20,400	408,000	03-11213-000	CARTON, DOM 20 WINSTON BOX 83	CT		0.02040
SHIPPED 06/24/97 **	3480	CTN	34,800	696,000	03-11913-000	CARTON, DOM 20 WIN LT CP83 GRATIS	CT		0.00000
						TOTALS			0.02040
	5520		55,200	1104,000					

DELIVER NLT 6-30-97
WINSTON CUP EVENT
LOUDON, NH
JULY 11-13, 1997
REQUESTOR: JIMMY HOLDER
DELIVER NLT 6-30-97
(603) 625-5461

0018 44845

REQUEST FOR GRATIS TOBACCO PRODUCTS

(RJR Policy & Procedure Number 01-05-007)

Type of Order: New Order GRATIS REQUEST NUMBER 0075607
 If Change, Original Gratis Request No. _____
 Requestor James A Holder Jr. Department Sports Marketing Enterprises
 Company SME Phone Ext. 6655 Date 06/06/97
 General Ledger No. 04-76-3254-9960-083 PPS No. 700578864601
 Delivery Date 06/30/97 Region/Division No. 1638 Count as Sales NO
 Ship To Address Manchester Tobacco
SIS# 396640
ATTN: Dave Spencer
603-625-5461

"HOLD FOR GROUP III REP"

Delivery Instructions Must arrive NLT June 30, 1997.Purpose Conversion at Winston Cup EventWhere Loudon, NHWhen July 11-13Coupons/Sleeves/Etc. Instructions N/AClosure Label ComplimentaryOrigin of Product Gratis OperationAPPROVAL SIGNATURE: B. J. Powell 6/6/97 DATE _____

	<u>CIGARETTE</u>	<u>PROD</u>	<u>QTY</u>	<u>TP</u>		<u>CIGARETTE</u>	<u>PROD</u>	<u>QTY</u>	<u>TP</u>
Winston Box		11213	2,040	C					
Winston Light Box		11913	3,480	C					

51844 8701

ORIGINAL TO: CUSTOMER SERVICES COPIES TO: (1) CENTRAL DIST. CENTER (CDC), (2) GRATIS OPERATIONS, (3) TAX DEPT.